

# **Bicycle and Pedestrian Advisory Committee (BPAC)**

## **Meeting Minutes**

### **January 27, 2005**

#### **1. Call to Order.**

Chair Alfano called the meeting to order at 7:33 p.m. A quorum was present.

#### **Members Attending:**

David Alfano, Michael Barnes, Cathy Baylock, Robert Cronin, Karyl Matsumoto, Matt Grocott, Mike Harding, Ken Ibarra, Tom Koos, Julie Lancelle, Sue Lempert, and Mark Meadows.

#### **Staff/Guests Attending:**

Geoff Kline, Walter Martone, and Sandy Wong - C/CAG Staff, Pat Giorni – Burlingame resident, Steve Vanderlip – San Mateo resident, Pat Dixon – SMCTA-CAC & MTC-EDAC, Mo Sharma and Robert Ovadia – City of Daly City, Scott Holmes-, Van Ocampo and Raymund Donguines – City of Pacifica, Gary Heap – City of San Mateo, Gary Bonte – City of Redwood City, Joe Hurley – SMCTA.

#### **2. Public Comments On Items Not On The Agenda.**

None.

#### **3. Minutes of the August 26, 2004 meeting.**

*Committee member Baylock MOVED the approval of the minutes, seconded by member Grocott. MOTION PASSED unanimously.*

#### **4. BPAC involvement in Measure A.**

Mr. Joe Hurley of the San Mateo County Transportation Authority (SMCTA) stated that the difference between the current and future Measure A programs is the inclusion of a bike/pedestrian component which totals \$45 million (\$1.8 million annually) in the new program starting January 2009. He asked that BPAC take the lead in directing projects, develop funds matches and prioritize projects. A BPAC liaison to Measure A should be designated.

Member Harding asked if that means public input meetings. Hurley replied that he wants to see comments from everyone. Member Alfano pointed out that a strengthened plan comes from the use of County bike groups.

#### **5. Pacifica comments on the Countywide Bike Plan.**

Geoff Kline reported that the City of Pacifica has requested that three projects be included in the Countywide Bike Plan update. BPAC members were concerned that there should be a process to incorporate any additional projects into the Countywide Bike Plan because the original 15 projects had gone through a vigorous process including three community workshops, hearings, and consultant evaluation. Therefore, there needs to be a process for adding any new projects.

This is an information item only. The BPAC is not being asked to make a decision on Pacifica's request. Instead, after a process is developed with regard to the Countywide Bike Plan update (to be discussed in Item 6 below), then a decision on Pacifica's projects can be made.

## **6. Update on Projects in the 2000 Countywide Bicycle Plan (Projects #1 - #15).**

Members discussed how the Countywide Bike Plan should be updated. The original Bike Plan was developed by Consultant with an approximate cost of \$52,000. However, it appeared that the project went over budget towards the end, therefore, the final document seems to have been put together in a fast manner. Members felt that the Countywide Bike Plan has high importance and should be given an adequate budget for its update. Geoff Kline suggested that staff can update the project cost estimates.

Here are some suggestions made by members:

- Projects in the Countywide Bike Plan should not be listed in priority order.
- Measure of effectiveness criteria needs to be developed.
- The Plan should be updated every 3 to 5 years.
- Partially completed projects should be noted.
- The projects requested by the City of Pacifica as discussed in Item 5 above, are really not new projects, but modifications of Project #7. That needs to be footnoted.
- Each project should have a champion, which must be a municipality or an organization, otherwise it's just a wish list.
- Due to the fact that the current plan emphasizes bikes, a pedestrian plan should be developed. A pedestrian plan may be a separate plan or be a component of the Countywide Bike Plan.
- There needs to be a budget since a periodic update is desired.
- Uniform signage should be of high priority.
- Although the SFIA is no longer interested in pursuing Project #15, the project shouldn't be dropped. A new sponsor and new alignment should be sought.

*Member Lempert moved to direct staff to update the 15 projects in the Countywide Bike Plan by Spring 2005 at which time the BPAC will review and decide if consultant services will be needed to update the overall Countywide Bike Plan. Member Barnes seconded. **MOTION PASSED unanimously.***

## **7. Process to review and evaluate 2005/06 TDA Article 3 funding applications.**

Project site visits for Saturday, January 29, 2005:

Geoff Kline informed members that since the meeting packet was sent, Belmont has withdrawn its project application from the TDA Article 3 program. The city would rather focus on the Federal CMAQ program instead. Also, the City of San Carlos will not be able to participate in the site visit. Consequently, the proposed site visit schedule will be modified to eliminate the Belmont and San Carlos sites. Members agreed to the modified site visit schedule. Members also discussed the logistics of who will ride in the County vans and who will drive alone.

Process & schedule for evaluating project applications:

Members agreed to score projects at the February 24, 2005 meeting. Some concern was raised regarding the amount of time required to prepare these project applications. It was suggested that the application form be streamlined, perhaps to one page only. It was also suggested that a short form and a long form be developed, and that projects requesting smaller amounts of money may be submitted in a short form and those requesting larger amounts should be in a long form. It was suggested that at the end of this evaluation cycle, a “lessons learned” item will be included in a future meeting agenda.

Application presentation:

Members decided to meet at 6:00pm on Thursday, February 17, 2005 to hear project sponsor presentations. Each project will be allowed 3 minutes for presentation.

#### **8. Regional Bicycle & Pedestrian Program (Federal CMAQ funding) project applications from Millbrae, Belmont, and Daly City.**

Projects have been submitted to MTC.

#### **9. Member Communications.**

Chair Alfano stated that he saw the result of some completed bicycle and pedestrian improvement projects and that it brought very satisfying feelings. He suggested that pictures of completed TDA Article 3 projects should be put on the website to be shared with others.

#### **10. Adjournment**

The meeting ended at 9:20 p.m.